

OFFICE OF FINANCE
Analysis Branch

Systems Accountant (1)

GS510-14

Duties

1. Under the general supervision of the Chief, Analysis Branch incumbent will assist in the entire spectrum of systems work affecting the functions of the Office of Finance with specific responsibilities directed towards the maintenance of the Agency payroll systems. In this respect and subject to broad administrative determinations and policy decisions pertinent to a given payroll requirement, determine approach and methodology to be used and provide innovative leadership and guidance in the system design to meet User requirements. Specifically:

a. Consult with the Chief, Compensation and Tax Division regarding new or changed User requirements and assume full responsibility for conducting systems analyses, the preparation of appropriate design features to: directing the collection of appropriate data, performing needed analysis, discussing conclusions and recommended courses of action with the Chief, Analysis Branch, the Chief, Compensation and Tax Division and, if policy decisions are involved, with the Director of Finance or his designee; designing systems changes, directing the preparation of systems specifications and coordinating the specifications with the Office of Joint Computer Support/Payroll Project Leader and with appropriate personnel in OL/PSD if outputs are in a microfilm mode; maintaining a continuous liaison with OJCS to remain abreast of the status of system implementation; directing the preparation of test material and establishing minimum requirements for testing the implemented changes; recommending User acceptance when review of test products indicate system revisions are producing the desired results.

b. Serve as adviser to the Chief and Deputy Chief of Compensation and Tax Division regarding the computerized aspects of the biweekly payroll system and, on request, provide specific guidance in the resolution of unique problems which periodically occur in the biweekly processing cycle; assist in the development of training material and training aids; prepare appropriate training curriculum and, if requested, be prepared to assist in conduction of training sessions.

c. Be prepared to participate in discussions with designated personnel in the Cover and Commercial Staff on cover matters as they relate to the design of the payroll system, and provide output support to CCS which will facilitate determinations regarding the propriety of issuing a given type of W-2 document at the end of the Earnings Year to a given employee.

d. Advise Finance Management regarding the impact of new or changing payroll requirements on existing Agency regulations, Finance policy, and ongoing payroll operations, and prepare recommendations on courses of action that will serve to expedite implementation of the new or changed payroll service with minimal effect on the ongoing payroll operations.

2. As project leader of the highly sophisticated and complex payroll system, incumbent must be constantly atuned to legislative (Federal, State and Local) as well as Agency pay procedures; maintain a high rapport with individuals responsible for systems controlled by other organizations that impact on the automated as well as the manual payroll systems.

3. Serve as staff assistant to the Deputy Director for Plans and Systems/Office of Finance in the periodic preparation of actuarial statistics on the CIARDS; maintain an effective liaison relationship with the U.S. Treasury Actuary who assists us in the production of basic statistical and projection reports; assume full responsibility for the preparation of an accurate CIARDS Data Base which provides the information used in the production of the reports; perform audit on each CIARDS report produced by the OJCS Program Analysts to confirm accuracy of logic used in the production of the report; prepare recommendations for refining all processes involved in the production of the CIARDS Actuarial Study.

4. Remain atuned to the latest developments in systems design techniques; contact technical representatives of firms to obtain information on the availability of new or improved equipment which may serve to increase productivity in the clerical aspects of the payroll system and/or provide a cost reduction benefit; arrange for demonstrations of new equipment on site or at a location recommended by the company contacted; evaluate performance of the equipment and prepare reports for management's review.